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**SENT VIA EMAIL**

January 7, 2021

Ernie Munch  
MAP Architecture  
111 SW Oak Street  
Portland, OR 97204  
ernie@MAP-archplan.com

Re: 608 NE 3<sup>rd</sup> Street – Certificate of Approval for Alteration Approval

Dear Mr. Munch:

This is to advise you that, at a meeting of the McMinnville Historic Landmarks Committee on Tuesday, January 5, 2021, your application for a Certificate of Approval for Alteration (HL 7-20) for proposed alterations to a historic landmark was reviewed and studied. The subject property is located at 608 NE 3<sup>rd</sup> Street. The subject property is also identified as Tax Lot 10400, Section 21BC, T. 4 S., R. 4 W., W.M.

Based on the material submitted, the testimony received, and the review criteria in Section 17.65.060(B) of the McMinnville Municipal Code, the Historic Landmarks Committee voted to **APPROVE** the application, subject to conditions.

Enclosed for your records is a copy of the signed land use Decision Document which includes the Historic Landmarks Committee's decision with Findings of Fact, Conclusionary Findings, and Conditions of Approval.

The Certificate of Approval for Alteration (HL 7-20) approval included conditions of approval, which are included in your land use Decision Document. We have also outlined those conditions of approval below. Please note that we are providing the conditions of approval within this letter as a courtesy. The official Decision Document with the Findings of Fact, Conclusionary Findings and Conditions of Approval is a separate document and is enclosed with this letter for the applicant and is also on file with the Planning Department.

**Certificate of Approval for Alteration (HL 7-20) Conditions of Approval**

1. That the louvers shall be finished as proposed in the application narrative and application materials. Specifically, the louver that will be in a new opening in the building façade shall be constructed as identified on Sheet SD-5 and shall be painted to match the color of the surrounding stucco on the building façade. The louver that will be in the existing window

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opening shall be constructed as identified on Sheet SD-4 and will be painted to match the color of the remaining windows on the south building façade.

Pursuant to Section 17.65.080(A) of the McMinnville City Code, a decision by the Historic Landmarks Committee may be appealed to the Planning Commission within fifteen (15) days of the date of this letter. If no appeal is filed with the Planning Department on or before January 22, 2021, the decision of the Historic Landmarks Committee will be final.

If you have any questions regarding this matter, please feel free to contact me at (503) 434-7330.

Sincerely,



Chuck Darnell  
Senior Planner

CD:sjs

c: Gina Harley, Historic 3rd and Ford LLC, gina@wprovisions.com – SENT VIA EMAIL

Enclosures:

*Decision, Findings of Fact and Conclusionary Findings of the McMinnville Historic Landmarks Committee for the Approval of Alterations to a Historic Landmark Located at 608 NE 3<sup>rd</sup> Street (Docket HL 7-20)*